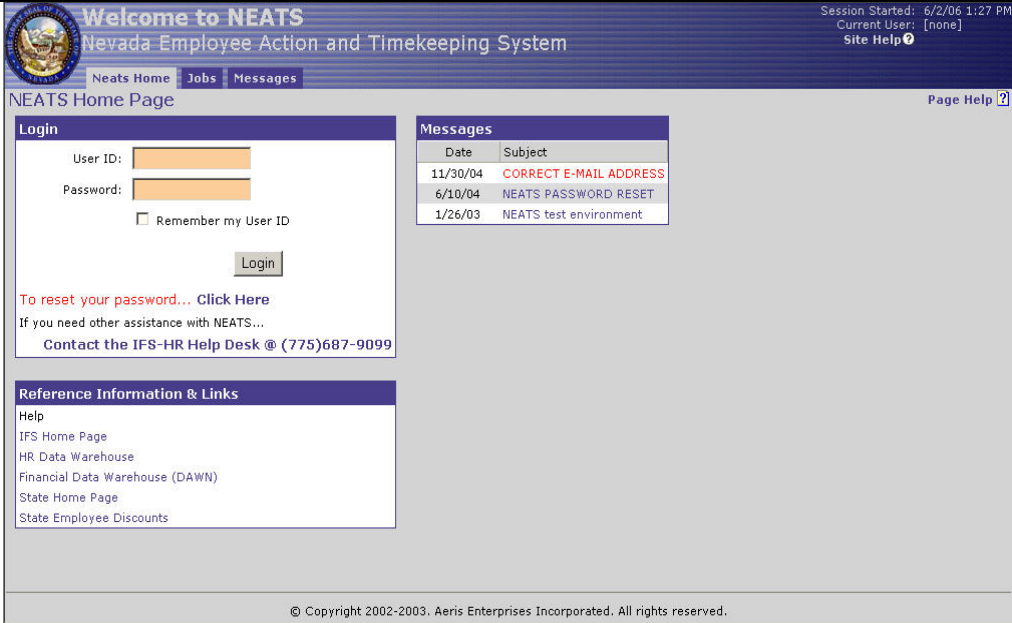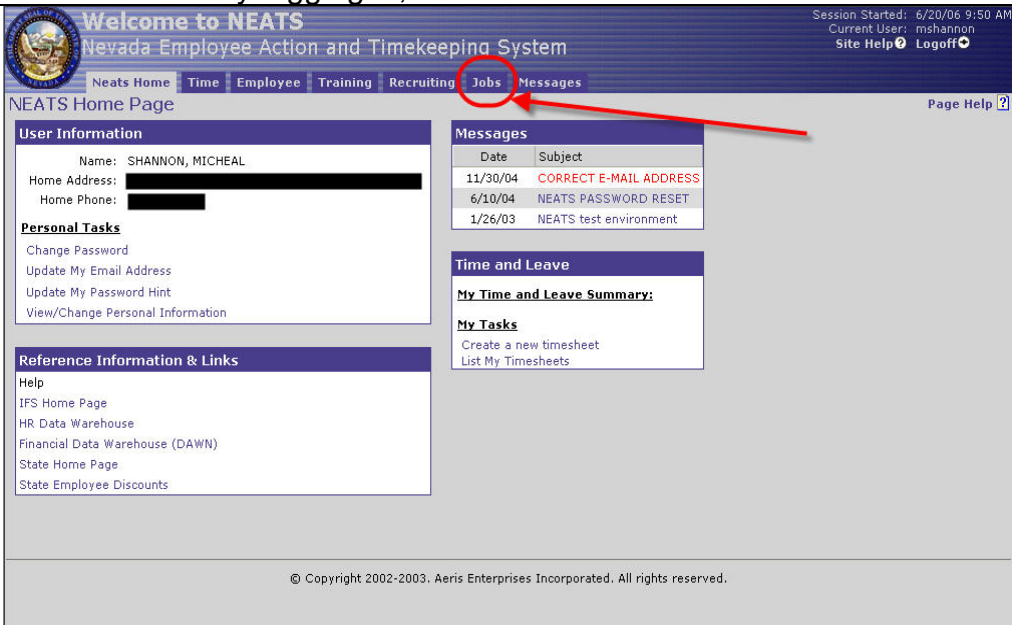| Procedure		Registering and Completing the Applicant Profile - For Current State Employees
Purpose		The purpose of this procedure is to outline the steps necessary for current state employees to complete their applicant profile in the NEATS online recruitment system.
Timing		N/A
Associated Regulations		
Associated Procedures		

The applicant profile functions as the placeholder for information about an individual applicant. In this area, users can complete and store information regarding their demographics, education, experience, skills and other data necessary for consideration for state employment. The process for current state employees is outlined below.

Important Notes and Reminders

➢ When filling out the applicant profile, do **not** use the [Back] or [Refresh] button(s) in the Internet browser to refresh or return to a previous screen. Use the [<< Previous] button to avoid inadvertently losing your information.

➢ In order to avoid losing your work, select [Save] if you'd like to save the information you've input or if you'd like to return later to finish at another time.

➢ Wherever it appears, you may use the [ABC ✓] button to check the spelling of the text.

➢ Click on [Page Help ?] to get assistance information on any particular page.

Registering and Completing the Applicant Profile - For Current State Employees

Step	Description
1.	Login to the Nevada Employee Action & Timekeeping System (NEATS) (https://neats.state.nv.us/NEATS/admin/Home.aep) using your User ID and password. For assistance with your User ID and password, please contact the IFS Help Desk at (775) 687-9099.
2.	After successfully logging in, click on the "Jobs" Tab.
3	The Jobs tab is the appropriate place to build your applicant profile.

4.	Click on the "View My Profile" link under the "My Account" heading.
5.	The Applicant Profile page will appear and seven tabs will be shown. The default tab is the Contact Information Tab

6.	The Contact Information tab displays information such as Name, Address, phone numbers and email address. Since you are a current state employee, this information was inferred from existing date in the Employee Tab in NEATS. If your name or address is wrong, click on the Employee Tab to make any corrections.
7.	Make any corrections and click .

8.	Return to the Jobs Tab and click "View My Profile".
9.	It is very important that your profile have accurate contact information. Ensure that the fields for the phone numbers and email address are correct. Again, if this information is already stored in NEATS, it will automatically appear. Specify the Preferred Method of Contact by making the appropriate selection in the drop down menu.

10.	Click [Next>>] to go to the next Page or [Save] to store your profile.
11.	The next tab in the sequence is the "Other Information" tab. This tab displays information required regarding veteran's status, search and rescue membership and criminal convictions.

12.	Answer all of the questions by selecting the "Yes" or "No" radio button. If you answer "Yes" to either one of the Criminal Convictions/Traffic Violation question, you must provide a statement in the text box at the bottom of the page. Once finished, click [Next>>] to go to the next tab or [<< Previous] to go back.
13.	The Employment History tab allows users to add employment experience.

14.	Click on the [+] Add New Employment Item... to go to the Employment Detail screen.
15.	The Employment detail screen has field for capturing data about specific blocks of experience, such as starting and ending dates,

	Employer Name, Title, Major duties, etc. Complete all of the requested information (keeping in mind the field(s) denoted with an asterisk, which are required)
	Employment
16.	A crucial part of the employment history information is the duties that were performed. To add major duties, select the ⊞ Add New Employment Duty Item... link to go to the Employment Duty detail page.
	Employment Duty
17.	At this page, describe the duty performed in the "Activity:" field and indicate the percentage of time. (*Note: You do not need to include the "%" sign when typing in the number.*) Click Apply or Apply & Add Another to add more duties. Repeat the process until

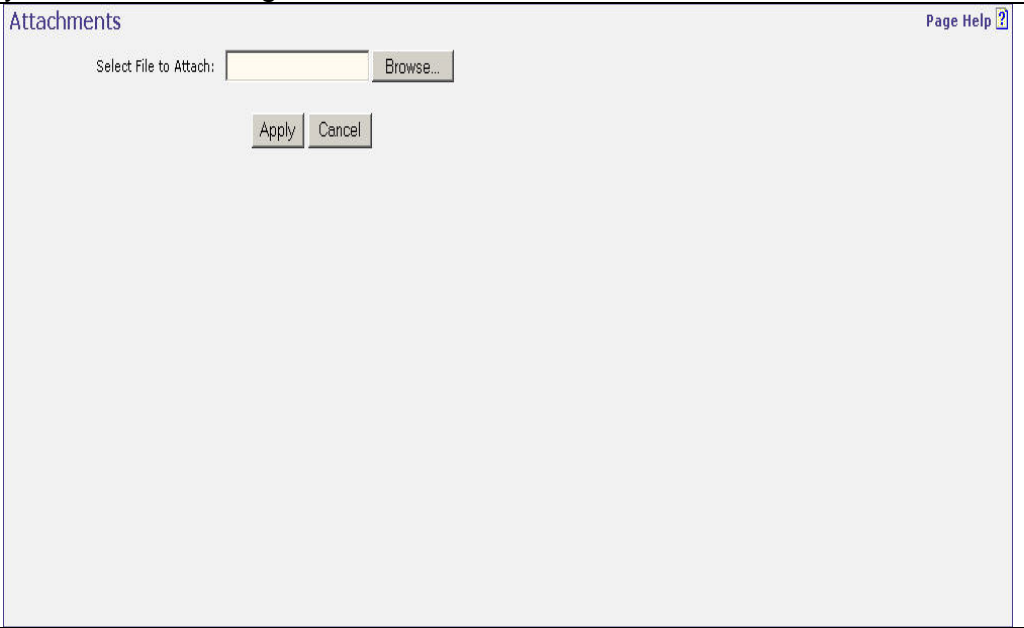| | you've reached duties that total 100%. If the duties do not add up to 100%, a message will appear indicating as such. |
18.	When you are finished completing the duties and the rest of the required information, click to add the block of experience to the applicant profile. Repeat the process of adding experience until you've covered your work history. Note: If you add blocks of employment and the dates overlap, a message saying will appear. Review your entries to make sure they are correct. If the dates are correct (i.e. working one full time and one part time job simultaneously), then disregard the message. Click to go to the Education/Training tab.
19.	The Education and Training tab allows applicants to list the level of education attained as well as specify relevant college coursework.

	Applicant Profile Page Help Contact Information Other Information Employment History **Education/ Training** Licenses Skills EEO Accomodations Availability Attachments **High School:** High School Diploma or Equivalent Completed: High School Diploma **College, University, or Professional School:** *If you have college credits but have not yet graduated with a degree please enter your college courses in second grid box below.* Action Degree Major Date Issued Institution ✗ Bachelor of Science (BS) Psychology 12/20/2002 ▮▮▮▮▮ ➕ Add New Education Item... **Business, Correspondence, Trade, Technical, Vocational School or College:** *NOTE: DO NOT include any and all classes you have taken. This area is intended for those who have not yet graduated or have college credit.* Action Class Title Institution Date Complete Class Hours Cert Semester Credits Quarter Credits ➕ Add New Training Item... ‹‹ Previous Next ›› Save Submit Cancel
20.	For the "High School" portion, select an option from the drop down menu.
21.	If you have a completed a college degree click ➕ **Add New Education Item...** to add this item. *(Note: If you have not completed a degree but have college credit, use the Training Item option explained below).*
	Education Page Help * Required Field Is this degree still in progress: ○ Yes ● No *If this degree is still in progress you may leave the Date Issued and End Date blank or you may enter dates that you anticipate completion. If you specify "Other" for Degree please clarify using the Notes field below.* Degree*: Associate Degree Date Issued*: ▭ 📅 Major*: ▭ Minor: ▭ Institution*: ▭ Location*: ▭ From*: ▭ 📅 To*: ▭ 📅 Notes: ▭ Apply Cancel
22.	Complete all of the requested fields while following any onscreen instructions. When finished, click Apply to add the degree or Cancel to stop.
23.	To add college courses or specific training taken (outside of State Training classes) click on ➕ Add New Training Item...

24.	Complete all of the requested fields while following any onscreen instructions. When finished, click [Apply] to add the degree or [Cancel] to stop.
25.	Once you have added all of the education and training items and have returned to the "Education/Training" tab, click [Next>>] to go to the next tab, [<< Previous] to go back or [Save] to store your work thus far.
26.	The Licenses tab holds information regarding driver's license and professional license and certifications (social worker, nurse, etc.)
27.	Complete the fields regarding driver's license information. Proceed to the Professional License/Certification/Registration portion if you possess one. Click on [Add New License Item...] to go to the License

	detail page.
28.	Fill in the required information then click ![Apply] to add the license to your profile or ![Cancel] to go back to the Licenses tab without adding.
29.	Once you have added all of the license items and have returned to the "License" tab, click ![Next>>] to go to the next tab, ![<< Previous] to go back or ![Save] to store your work thus far.
30.	The next tab is called "Skills". This tab allows the user to select checkboxes matching up with skills the applicant possesses.
31.	Select all of the skills you possess then click ![Next>>] to go to the next

	tab, **<< Previous** to go back or **Save** to store your work thus far.
32.	The next tab is the EEO tab that stores information the department collects for Equal Employment Opportunity purposes. This tab is completely voluntary.
33.	Click **Next>>** to go to the next tab, **<< Previous** to go back or **Save** to store your work.
34.	The Accommodations tab provides the opportunity to specify any reasonable accommodations that applicants may require. Select Yes or No and type a description if necessary.
35.	Click **Next>>** to go to the next tab, **<< Previous** to go back or

	![Save] to store your work.
36.	The Availability tab captures information about the types of work an applicant will accept, date available for employment, willingness to travel and suitable geographic locations.
37.	Complete the information by checking the appropriate boxes then click ![Next>>] to go to the next tab, ![<< Previous] to go back or ![Save] to store your work.
38.	The Attachments tab allows users to attach electronic copies of documents that are necessary for an application, such as school transcripts, licenses and proof of veteran's status.
39.	To add an attachment click on ![Add New Attachment...]. This will bring

	you to the following screen.
40.	Select and locate the file you wish to upload. Once located, click to add the file to your profile or to cease the process.
41.	Once you have returned to the Attachment tab, make sure you have attached all of the necessary files for your profile.
42.	At this time, review all of the tabs to ensure you have completed all of the required information. If you are satisfied, click the button. If everything required has been completed, this message - Congratulations! You have completed your Profile. You can return at any time to update or add information. If the profile is incomplete this message - Your submission contained errors. Affected tabs are marked with a ▼ icon. Please review and correct any errors and then resubmit. - will appear. If there are errors, click on the tab and follow the instructions on how to fix them.
43.	Once completed, you may return and update your profile at any time by logging into NEATS.